

HALTON REGIONAL POLICE SERVICE



Application for Employment

Police Constable

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HALTON REGIONAL POLICE SERVICE

Dear Applicant:

Return application package with photocopies of the following documents if you have not already provided them:

- ✦ Valid OACP Certificate of Results
- ✦ Current Resume
- ✦ High School Diploma
- ✦ High School Transcripts
- ✦ Post Secondary Diploma or Degree
- ✦ Post Secondary Transcripts
- ✦ Drivers Licence, including photocard
- ✦ Proof of Citizenship (Birth Certificate or Passport)
- ✦ Standard First Aid Certificate
- ✦ Basic Rescuer (Level C) CPR Certificate

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Recruiting

Human Resource Services
Halton Regional Police Service
1151 Bronte Road, P.O. Box 2700
Oakville, Ontario, Canada L6J 5C7
Phone 905.825.4747 / 878.5511
Fax 905.825.5105
Web Site www.hrps.on.ca

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IMPORTANT: Carefully review and follow the instructions on the previous page of this application form. Please print clearly, complete fully, and use additional paper if space is insufficient.

I Personal Data

Last Name	Given Name (1)	Given Name (2)	
Address		Home Telephone Number	
City	Province	Postal Code	Business Telephone Number
At least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>	Legally eligible to work in Canada? Yes <input type="checkbox"/> No <input type="checkbox"/>	Canadian citizen or permanent resident of Canada? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Valid driver's licence with full driving privileges for driving in Ontario? Yes <input type="checkbox"/> No <input type="checkbox"/>	Level "C" CPR certificate? (If yes, please provide expiry date. If no, provide date of scheduled training.) Yes <input type="checkbox"/> No <input type="checkbox"/>	Standard First Aid certificate? (If yes, please provide expiry date. If no, provide date of scheduled training.) Yes <input type="checkbox"/> No <input type="checkbox"/>	
How many demerit points do you have? _____			
Have you ever been convicted of any criminal offence for which a pardon has not been granted or issued? (This means any fine, period of imprisonment, or period of probation offered by the court.) Yes <input type="checkbox"/> No <input type="checkbox"/>			
If you were previously convicted under a federal statute, have you been granted or issued a pardon; or in the event of a discharge related to a finding of guilt, have the records been sealed by the R.C.M.P? N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			

II Education

Secondary School Attended	Highest Grade or Level Completed (If applicable, attach equivalency certificate)
Type of Certificate or Diploma Obtained	
Business, Trade or Technical School Attended	
Course Name	Length of Course
Licence, Certificate, or Diploma Awarded	
Community College Attended	
Program Name	Length of Program
Licence, Certificate or Diploma Awarded	
University Attended	
Major Area of Study	Length of Course
Degree Awarded	General <input type="checkbox"/> Honours <input type="checkbox"/>

Other Relevant Courses, Workshops, Seminars, Training, Licenses, Certificates or Degrees.

III Employment History

Note:

1. Beginning with your present employer (if employed) or last employer (if unemployed) and continuing in reverse time order, list and describe every position you have held since the beginning of your work experience. If you have held two or more positions with the same employer, list and describe each position separately. Include military, part-time and summer employment. (Please attach individual sheets as required)

2. Is your current employer(s) aware you are seeking employment? Yes No

Please be advised that they may be contacted at a further point in the selection process.

1. Present or Previous Employer

Your Position Title

Complete Mailing Address (including postal code)

Supervisor's Name and Title

Telephone Number

Date of Employment

From:

To:

Brief Description of Duties

Reason for Leaving

2. Present or Previous Employer

Your Position Title

Complete Mailing Address (including postal code)

Supervisor's Name and Title

Telephone Number

Date of Employment

From:

To:

Brief Description of Duties

Reason for Leaving

3. Present or Previous Employer**Your Position Title**

Complete Mailing Address (including postal code)

Supervisor's Name and Title

Telephone Number

Date of Employment

From:

To:

Brief Description of Duties

Reason for Leaving

4. Present or Previous Employer**Your Position Title**

Complete Mailing Address (including postal code)

Supervisor's Name and Title

Telephone Number

Date of Employment

From:

To:

Brief Description of Duties

Reason for Leaving

5. Present or Previous Employer**Your Position Title**

Complete Mailing Address (including postal code)

Supervisor's Name and Title

Telephone Number

Date of Employment

From:

To:

Brief Description of Duties

Reason for Leaving

IV Qualifications

List any qualifications you have which you believe are relevant to this position.

V Other Applications

Have you ever applied to any other police service(s)?

Yes No

If yes, complete the following:

Name of Service(s)	Date(s)	Is your application currently active?
1.		Yes <input type="checkbox"/> No <input type="checkbox"/>
2.		Yes <input type="checkbox"/> No <input type="checkbox"/>
3.		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.		Yes <input type="checkbox"/> No <input type="checkbox"/>

To assist with future recruitment initiatives, indicate below how you heard about constable opportunities with the Halton Regional Police Service.

- Newspaper (please indicate which)
- Career Fair (specify location)
- Recruiting Presentation (specify location)
- Community Contact/Agency
- School/College/University Guidance
- Television/Radio (specify station)
- Internet (specify website)
- Other (specify, eg friend)

VII Community Service Questionnaire

Beginning with the most recent and continuing in reverse time order, list your history of community service. Include all volunteer/charity efforts and community involvement. (Attach additional sheets as required.)

Organization	Your Position Title	Brief Description of Duties	Supervisor's Name and Title	Telephone Number	Time Period
				()	From: To:
				()	From: To:
				()	From: To:
				()	From: To:
				()	From: To:
				()	From: To:
				()	From: To:
				()	From: To:

VIII Declaration

I hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false statement may disqualify me from further consideration for employment or result in dismissal should I be appointed as a police constable. It is understood and accepted that I am involved in a competition process and that I may be declined at any stage of the process.

Applicant's Signature:

Date:

The information you give will be used in assessing your suitability for employment as a police constable and is being collected under the authority of the Police Services Act, s.38 and s.43. Questions about this collection should be directed to the Manager, Human Resource Services, Halton Regional Police Service. HRS 05/02